

F.No.7/9/2013-CS.I(A)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel & Training)

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Dated: 18th May, 2015

Circular

Subject: Offer of appointment to the post of Assistant in CSS on the basis of Combined Graduate Level Examination, 2013

The candidates mentioned in Annexure-I to this circular have been issued offer of appointment to the post of Assistant in Central Secretariat Service on receipt of their medical examination report from their present office/Civil Surgeon. The detailed terms and conditions of appointment are given in letter of offer, a digitized version of which is attached at Annexure-II for processing the relieving of the candidates concerned from their present offices. The candidates should report to **Mahatma Gandhi State Institute of Public Administration (MGSPIA), Sector 26, Institutional Area, Chandigarh**, on the 22<sup>nd</sup> May, 2015, for the foundational training. Failure to report may lead to cancellation of the candidature. This is for the information of the candidates. At the time of joining the post, the candidates are requested to furnish the following documents:-

- (a) Declaration regarding marital status;
- (b) Original Caste Certificate; PwD;
- (c) Original educational certificates;
- (d) Certificate relating to date of birth; age relaxation, if any;



(Parminder Singh)

Under Secretary to the Government of India  
Tel:24642705

Annexure-I

SNo	Name (S/Shri/Ms.)	Rank	Present Office
1.	Robin Gupta	0255	
2.	Arun Naithani	0336	
3.	Vipul Arora	1106	
4.	Sunil Kumar	1151	
5.	Ravi Papnai	1156	
6.	Vivek	1290	Office of the Principal Accountant General (G&SSA), Audit Bhawan, Bengaluru, Karnataka-560001
7.	Patkar Sameer Narayan	1354	
8.	Ankush Rastogi	1656	CBI Academy, Kamla Nehru Nagar, Ghaziabad, Uttar Pradesh - 201002
9.	Parveen Kaur Sidhana	1677	
10.	Sankar Garg	1730	
11.	Mrityunjay Kumar Singh	1809	O/o Principal Director of Commercial Audit & Ex-Officio Member, Indian Audit & Accounts Department, Audit Board, Add.-Mecon Building Doranda, Ranchi, Jharkhand - 834002
12.	Manohar Kumar Chaturvedi	1835	O/o The Principal Director of Audit, Indian Audit & Accounts Department (IA & AD), N. F. Railway, Maligaon, Guwahati, Assam - 78101
13.	Harmanjit Singh	1996	
14.	Abhishek Katara	2005	
15.	Rahul Gupta	2047	
16.	Anshul Khurana	2093	
17.	Gaurav Asija	2117	Office of the Pr. Commissioner of Income Tax 3 <sup>rd</sup> Floor, 'C' Wing, PMT Commercial Complex, Swargate, Pune - 411037
18.	Rahul Kumar Sharma	2163	O/o The Director of Audit Air Force, 'B' Wing, III Floor, Kendriya Sadan, Koramangala, Bangalore, Karnataka - 560034
19.	Sheena Thakur	2211	

20.	Shambhu Nath	2326	Passport Office, Commercial Complex, 1 <sup>st</sup> Floor Pt. D.D. Nagar DDU Nagar, Raipur, Chhasttisgarh - 492010
21.	Renuka Sharma	2338	
22.	Abhijeet Alkesh	2343	
23.	Amit Kataria	2347	
24.	Nobel Shukla	2371	
25.	Nishant	2395	
26.	Vishal Tyagi	2419	
27.	Anil Kumar Budania	2437	O/o Commissioner of Central Excise, Belapur Commissionerate, CGO Complex, CBO, Belapur, Navi Mumbai, Maharashtra - 400614
28.	Sumit	2438	O/o The Chief Controller of Accounts, Ministry of Consumer Affairs, Food & Public Distribution, Department of Food & Public Distribution, 4 <sup>th</sup> Floor, Jeevan Deep Building, Parliament Street, New Delhi - 110001
29.	Saurav Dhingra	2451	O/o Principal Accountant General (G & SSA), Audit Bhawan, C Block Bangalore – I, Karnataka, Pin - 560001
30.	Deepak Rathee	2460	
31.	Gaurav Kumar Rana	2469	O/o EE, Gandhinagar Central Division, CPWD, 1 <sup>st</sup> Floor, Sector – 10A, Gandhinagar, Gujrat - 382043
32.	Akshay Solanki	2489	
33.	Ajay Rana	2497	
34.	Abhishek Goel	2499	
35.	Atul Agrawal	2500	
36.	Somit Kumar Mishra	2540	
37.	Sumit Raj	2544	O/o The Principal Accountant General (G&SSA), Audit Bhawan C Block, Bengaluru, Karnataka – 560001 w.r.t. letter No.Pr.AG(G&SSA)/Admn.I/A1/2015- 16/89 dt.5.5.2015

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38.	Rajat Gupta	2553	
39.	Yog Vohra	2569	Office of the Pr, Chief Commissioner of Income Tax, Delhi Finance Section (HQ), Central Revenue Building, I. P. Estate, New Delhi – 110002 w.r.t. letter NoITO(HQ-FIN)/2015-16/1404 dt 11.5.2015
40.	Ashutosh Dhawan	2585	
41.	Sonia	2589	
42.	Piyush Malyan	2618	
43.	Mukesh Kumar	2627	
44.	Ankit Gupta	2638	
45.	Neha Upadhyay	2641	
46.	Sharma Avijit	2656	
47.	Himanshu Kumar Singh	2665	
48.	Sachin	2698	O/o Principal Accountant General, Plot No.33-B, Chandigarh - 160020
49.	Ajay Kumar Jindal	2701	
50.	Prince Singla	2732	
51.	Ravinder Kumar	2737	
52.	Arpit Sharma	2738	
53.	Sahil Mangla	2768	Office of the Deputy Commissioner, Central Board of Excise & Customs CBE III Division 1441, Elgi Building, Trichy Road, Coimbatore -18
54.	Kapil Chauhan	2791	
55.	Ritesh Yagyanik	2796	
56.	Mantosh Kumar	2806	

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BY REGISTERED POST AD/SPEED POST

No. 7/9/2013-CS.I(A)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
(Department of Personnel and Training)

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2<sup>nd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated 18<sup>th</sup> May, 2015.

To

**Name of the candidate as in Cl.2 of the table in Annexure-I**

Subject: Offer of appointment to the post of Assistant in the Central Secretariat Service (CSS) on the basis of Combined Graduate Level Examination, 2013.

Sir/Madam,

I am directed to say that on the basis of the result of Combined Graduate Level Examination (CGLE), 2013 conducted by the Staff Selection Commission, you have been selected for the post of Assistant in the Central Secretariat Service (CSS) and are hereby offered an appointment to the aforesaid post on temporary basis in Pay Band-2 of Rs.9300-34800/- with Grade Pay Rs.4600/-. You will also be entitled to usual allowances at the rates admissible and subject to the conditions laid down in the rules and orders governing the grant of such allowances in force from time to time.

2. Your appointment to the post shall be governed by Central Secretariat Service Rules, 2009 and regulations made thereunder. The offer of appointment to the aforesaid post shall be subject to the following terms and conditions:-

(i) The appointment is provisional and subject to verification of character and antecedents from the concerned authorities as per procedure laid and your medical fitness. Furnishing of false information or suppression of any factual information in the attestation form would be disqualification and would render the candidate unfit for employment under the Government with resultant dismissal from service.

(ii) You will have to give an undertaking at the time of joining that if anything adverse comes out in the character and antecedents verification or in the medical examination that would make you ineligible for appointment in the first instance, and, you will be liable to be discharged from Government service forthwith without any further notice.

(iii) Your appointment may be terminated at any time by one month notice given by either side namely the appointee or the appointing authority without assigning any reason. The Government, however, reserves the right of terminating your services forthwith or before the expiry of the stipulated



period of the notice by making payment to you of a sum equivalent to the pay and allowances for the period of notice or the un-expired portion thereof;

(iv) You will be on probation for two years, which may be extended or curtailed at the discretion of the competent authority but the total period of extension of probation shall not, except where it is necessary, by reasons of any departmental or legal proceedings pending against you, exceed one year. During the period of probation, you may be required to undergo such training and to pass such tests as the Department of Personnel and Training may prescribe from time to time.

(v) During the period of probation, you will be liable to be discharged from service at any time without any notice, if

(a) On the basis of your performance or conduct you are considered unsuitable for further retention in service, or

(b) If you are otherwise found ineligible or unsuitable for being retained in the service.

(vi) The appointment carries with it the liability to serve in any part of India;

(vii) You have to undergo foundation course organized by Institute of Secretariat Training and Management (ISTM), Administrative Block, JNU Campus (Old), New Delhi – 110067. Foundation Course is compulsory. Seniority in the Grade would be as per the relevant provisions of the Rules in force prevailing at the time of seniority determination. Assistants not completing the Foundation Course for Assistants (Probationers) shall not be confirmed in the post till such time they pass the examination conducted by the ISTM. For this purpose two opportunities shall be provided to the candidates. However, in exceptional cases one more opportunity may be given.

(viii) You will be covered under the New Pension Scheme notified by the Ministry of Finance No.5/7/2003-ECB&PR dated 22.12.2003 and as amended from time to time.

(ix) You will not be entitled to any travelling allowances for joining the appointment, unless you are holding a permanent appointment under the Central or State Government.

3. If you are already in service in Central Government/State Government/PSU/Autonomous Body/Bank/Corporation etc. your appointment shall be subject to vigilance clearance and relieving by the present employer.

4. The appointment will further be subject to taking an oath of allegiance/faithfulness to the Constitution of India (or making solemn affirmation to that effect) in the prescribed form.



5. In accordance with orders in force in regard to recruitment to service under the Government of India, no person who has entered into or contracted a marriage with any person having, a spouse living or who having a spouse living has entered into or contracted marriage with any person, is eligible for appointment under the Government of India, provided, the Government may, if they are satisfied that there are special reasons for doing so, exempt any person from the operation of this rule. This offer of appointment is therefore, conditional upon satisfying the requirements mentioned above and also furnishing to this Ministry a declaration to the effect in the prescribed proforma at the time to joining. If, however, you desire to be exempted from the operation of this rule for any special reason(s), you should make a representation in this behalf immediately. This offer of appointment should, in that case, be treated as cancelled and a future communication will be sent to you in due course, if upon a consideration of your representation, it is decided to offer you the appointment.

6. If you claim to belong to a Scheduled Caste, Scheduled Tribe or Other Backward Classes, or a person with disability, you will have to produce a certificate issued in the prescribed format by the Competent Authority. It may be noted that your appointment shall be provisional and be subject to verification of the relevant certificate through proper channels. If the verification reveals that your claim with regard to your belonging to SC/ST/Other Backward Classes/PwD or not belonging to creamy layer is false, your services will be terminated forthwith without assigning any further reason and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificate.

7. You shall intimate immediately the change, if any, in your religion after appointment to the appointing/administrative authorities concerned.

8. Other terms and conditions will be governed by the relevant rules and orders in force from time to time.

9. In accordance with the relevant rules in force in regard to the recruitment to the services under the Government of India, if any declaration or information furnished by you proves to be false or if you are found to have willfully suppressed any material information, you shall be liable to be removed from service and to any such other action as the Government may deem fit.

10. In case you accept the above terms and conditions, you shall join the post on **22nd May, 2015** by reporting at **Mahatma Gandhi State Institute of Public Administration (MGSPIA), Sector 26, Institutional Area, Chandigarh**, for the mandatory foundational training. This offer of appointment would lapse automatically in accordance with this Department's OM No.35015/2/93-Estt.(D) dated 9.8.1995 in case you fail to join the post.

11. At the time of joining the post, you are requested to furnish the following documents:-



- (a) Declaration regarding marital status;
- (b) Original Caste Certificate; PwD;
- (c) Original educational certificates;
- (d) Certificate relating to date of birth; age relaxation, if any;
- (d) Undertaking as in para 2(ii) above.

Yours faithfully,

  
(Parminder Singh)

Under Secretary to the Government of India

Tele: 24642705

Copy to:-


1. The Director, Institute of Secretariat Training and Management (ISTM), Administrative Block, JNU Campus(Old), New Delhi – 110067. The dossiers of the candidate alongwith medical examination report are enclosed. It is requested that:-

(a) An undertaking as in para 2(ii) of the offer of appointment may be obtained from Shri/Ms. **Name of the candidate**

(b) The following particulars/documents of the candidates may be thoroughly checked by ISTM.

- i. Date of Birth Certificate
- ii. Certificate relating to essential qualification as on date prescribed in the Notice of exam
- iii. SC/ST/OBC/Exs/PwD Certificate if any, issued by the Competent authority in the prescribed format approved by the GOI
- iv. Candidates' claim in respect of age relaxation, if any
- v. In respect of OBC candidates the guidelines regarding creamy layer status be strictly followed

2. Present office of the candidate as indicated in Column 4 of the table with request that the candidate may kindly be relieved to enable him/her to join the post by 22<sup>nd</sup> May, 2015.

  
(Parminder Singh)

Under Secretary to the Government of India

Note: The candidates are advised to regularly check the website of ISTM also for any further information:

(परमिन्दर सिंह)  
(PARMINDER SINGH)  
अवर सचिव/Under Secretary  
कार्मिक एवं प्रशिक्षण विभाग  
Deptt. of Personnel & Trg.  
भारत सरकार/Govt. of India